

## **MADERA COUNTY**

### **EMERGENCY SERVICES COORDINATOR**

#### **DEFINITION**

Under direction, to develop, plan, and coordinate the County's programs and activities relating to the Office of Emergency Services including development of the County disaster plan, training, planning, and recovery; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Coordinates and administers emergency preparedness activities including to review and update the County's and Sheriff's Department Emergency Plans; recommends modifications to emergency services programs, policies, and procedures as appropriate; prepares information for County staff including information regarding the impact of emergency service regulations and legislation; develops and coordinates emergency services plans, procedures, and resources with other departments, agencies, and organizations; develops mutual resources with other County departments and local government agencies; compiles statistical information relating to assigned programs and activities; prepares reports required by the State and Federal governments; prepares Office of Emergency Services budget information; coordinates and presents training programs; develops, implements, and monitors County disaster programs and activities; manages and participates in fund recovery activities following a disaster; performs a variety of assignments related to emergency services responsibilities including manages and coordinates computer operations; serves as E 911 coordinator; conducts a variety of departmental and operational analyses; performs grant writing and fund development activities as required.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Operational characteristics, services and activities of a comprehensive emergency services program.

Principles, methods, and techniques used in emergency preparedness and disaster relief.

Modern office practices, methods, and computer equipment.

Current information and State and Federal legislation affecting Emergency Services including pertinent Federal, State, and local laws, codes, and regulations.

Principles and methods of training and instruction.

**Knowledge of:**

Local emergency service planning and requirements.  
Principles of public administration, organization, and management.  
Principles and practices of budget development and expenditure control.  
Principles and practices of data collection, research techniques, and statistical reporting.  
Principles of grant writing.  
Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

**Ability to:**

Develop and implement emergency services plans for the local area.  
Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Research, compile, and collect data and information.  
Analyze situations carefully and recommend effective courses of action.  
Coordinate emergency services planning with other government agencies.  
Prepare clear and accurate reports.  
Effectively represent Emergency Services functions to other County staff, the public, and other government agencies.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of experience in emergency service planning and coordination.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to sit, stand, walk, run, kneel, crouch, twist, climb, and lift 45 lbs.; some exposure to outdoors, vibration, and chemicals; ability to travel to different sites and locations; availability for emergency call.

**Effective Date:** May, 1995